

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No.
R3-93

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6 OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)				11 Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity <input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13 Competitive Level Code	
								14 Agency Use	
15 Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		(51)							
d. First Level Review		Refuge Operations Specialist		GS		485		11 JTW 4/27/92	
e. Recommended by Supervisor or Initiating Office		Refuge Operations Specialist		GS		485		11	
16 Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					

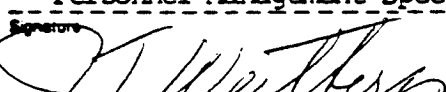
18 Department, Agency, or Establishment Department of Interior		c Third Subdivision	
a First Subdivision U.S. Fish and Wildlife Service		d Fourth Subdivision	
b Second Subdivision Region 3		e Fifth Subdivision	
f Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22 Position Classification Standards Used in Classifying/Grading Position
STANDARD POSITION DESCRIPTION R3-93
Position Classification Standard for GS-485, TS-96, dated 5/90

Typed Name and Title of Official Taking Action J.T. WESTBERG Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature	Date		
	4/27/92		

23 Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24 Remarks	Full Performance Level: _____	Personnel Folder Copy _____
		Supervisor's Copy _____
		Employee's Copy _____
		Classification Copy _____

25 Description of Major Duties and Responsibilities (See Attached)

Introduction

The incumbent serves as a Refuge Operations Specialist at a National Wildlife Refuge in Region 3. Duties include:

Major Duties:

- Assists the Refuge Manager in planning, direction, and implementation of all station programs.
- Participates in the development of long-range plans, work advice, guidance, and budgets. Develops work schedules. Coordinates with state and other Federal agencies and interest groups in the formulation of long-range plans for management of the stations's natural resources.
- Plans, adapts and recommends land use or management techniques designed to improve fish and wildlife habitat. Directs land and water management programs such as prescribed fire, water level manipulation, grass seeding or mowing and any other practices resulting in increased benefits to waterfowl and other wildlife using the refuge or management district.
- Plans and implements programs to collect technical data on specific habitat and public use to monitor and evaluate effects of management programs.
- Assists in directing, planning and administration of the public-use program including off-refuge programs, interpretive and educational programs, auto and foot tour routes, hunting, fishing, wildlife observation and other recreational activities.
- Coordinates Private Lands activity within the Management District including the review, negotiation and management of conservation easements and title-transferred lands; wetland restoration activities; and SCS/ASCS consultations. Plans and directs programs to improve fish and wildlife habitat with private landowners and other organizations or agencies within applicable conservation provisions of current Federal laws and policy pertaining to private lands or agricultural land administration.
- Plans and implements programs for Federal and State species that are endangered, threatened or for species of special concern.
- Conducts refuge law enforcement activities. Maintains close cooperation with other Federal, State, and local law enforcement agencies.
- Assists with planning and implementation of a comprehensive public relation programs including programs to acquaint the public or elected officials with the purpose of resource management programs.

Factors:1. Knowledge Required by the Position:

- Sound professional knowledge of scientific, biological, and ecological principles, methodologies and practices sufficient to apply a wide range of management techniques to the solution of resource problems or activities, sound management of a natural resource, and overall operation of a FWS field station.
- Professional knowledge of the principles, concepts and theories in wildlife biology and refuge management applicable to a wide range of duties at a field station which may include endangered species, waterfowl, non-game birds, and indigenous wildlife/plantlife.
- Skill and diplomacy in coordinating station activities with other agencies and organizations; ability to deal effectively with the general public; and ability to exercise tact and diplomacy in official association with Federal, State, and local agencies, and with private and national organizations.
- Highly developed skill in problem solving to be able to recognize critical problems in refuge management, draw conclusions as to their causes, relationships to other problems, and impact on refuge operations; and make recommendations concerning the solutions to these problems.
- Skill in applying and adapting biological, land management, and refuge management methods, procedures, and techniques and in exercising independent judgment in order to make day-to-day decisions where standard methods and procedures do not apply.
- Skill in verbal and written communications, including skill in presenting data and its analyses, to write objective reports requiring a minimum of reviewing and editing.

2. Supervisory Controls:

The incumbent is supervised by the Refuge Manager who provides general direction in terms of program goals, objectives and available resources. Incumbent has wide latitude for independent judgment and decisions.

Incumbent is required to develop work plans and carry them out independently. Only those work plans involving questions of a highly complex or controversial nature are referred to supervisory or higher-graded employee. Supervisor also provides assistance in the formative stages of major projects and in the more important personal contacts, otherwise, incumbent works under general guidance. Incumbent is responsible for professional execution of a wide variety of complex problems, and work is relied upon as being technically accurate.

Work is occasionally reviewed through discussion, conference, or on-site observation for overall adequacy, feasibility and adherence to programs,

Service policies and directives; and for feasibility, recommendations and/or proposals.

3. Guidelines:

Guidelines are in the form of Refuge and administrative manuals, policy updates, statutory legislation, and policies and procedures specified in correspondence. Guidelines are general in nature, but give the incumbent sufficient information to undertake and resolve complex and interrelated situations that have a considerable number of variables and solutions. Sound professional judgment is required to interpret, assess, select, and make optimum use of available guides and data to make adjustments to management practices in accomplishment of station objectives. Incumbent is frequently faced with the need to modify existing guidelines and devise solutions that depart from standardized practices in assessing and solving problem situations.

4. Complexity:

The work necessitates frequent departure from established procedures. Sound professional judgment is required to interpret, assess, select, and make optimum use of precedents and available data.

The incumbent plans, directs, and carries out portions of the work program at a fully-operating refuge, where the administrative, operational, and related problems are varied and cover the full range of refuge activities. A substantial amount of the activities involve major management or operational problems. The natural and climatic features present some problems and a number of the biotic relationships are not well understood or need to be explored. The operational problems are complex and the work has an important bearing on the success of the refuge and the total wildlife management and conservation programs.

In addition, the incumbent must coordinate a variety of Private Lands activities within the Refuge Management District, including the review of private lands and FmHA properties for potential wetlands, proposing conservation easements, and managing those acquired, restoring wetlands on private lands, and coordinating the above activities with several other agencies.

5. Scope and Effect:

Purpose of this position is to plan, organize, accomplish, and analyze the effectiveness of the stations's natural resources, management programs, and specific station programs, e.g. maintenance, administrative, law enforcement, etc. Work enables the station to meet Service, Regional, and local objectives while preserving the natural resources and ecological environment. It also has a direct impact on and affects wildlife resource conservation and its habitat, which is a major mission of the Service.

6. Personal Contacts:

Contacts are with professional or technical subject matter specialists in the same or related disciplines, representatives of other levels of the Service, tribal representatives, State Department of Natural Resources, occasionally Congressional staff members, various local and state conservation groups, special interest groups and the general public.

7. Purpose of Contacts:

The purpose of contacts are for exchanging information and obtaining information about new developments and techniques having application to programs and problems existing on the station; enforcing rules and regulations; representing the Service in presenting controversial or special programs requiring considerable skill, professionalism, and knowledge of the subject and communicating this to others. In some instances, contact is made with violators of State or Federal laws in confrontational situations. Incumbent must deal with a variety of individuals, organizations, and agencies effectively. These contacts are highly significant in terms of successful negotiation, coordination, and/or obtaining cooperation, understanding, and acceptance of the Service's policies and procedures. The incumbent is required to persuade or influence various organizations or individuals who may have conflicting views and interests.

8. Physical Demands:

The work requires physical exertion such as walking over wet, rough, or uneven surfaces, bending, crouching, stooping, stretching, reaching, climbing, or similar activities. Work requires average agility and dexterity. Work is performed with violators of Federal law which may require defensive action to protect self or others. Prescribed burning and wildfire suppression require very strenuous effort in adverse, often dangerous work conditions.

9. Work Environment:

Work includes office and outdoor settings. There is regular and recurring exposure to moderate risk and discomforts such as adverse weather conditions, dusty/noisy environments, firefighting, exposure to potentially dangerous situations such as law enforcement, particularly after dark, and confronting armed hunters.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Classes ____ and ____.